

3125R RESTRICTIONS ON USE OF BUILDINGS AND GROUNDS

All school buildings shall be treated as professional work stations, except that to properly protect the taxpayers' investment, the following rules are applicable to all school employees:

1. Weekday usage of the school building shall be restricted in the evening to the hours that a school custodian or engineer is in the building--10:00 to 10:30 in all secondary buildings and certain elementary buildings having second shift custodians.
2. All employee usage after the regular school hours shall be confined to the employee's immediate work station.
3. Any employee entering the building during the period after the regular school closing, but prior to the engineer leaving the building, shall:
 - a. Check to see that the door was locked following entry.
 - b. Avoid turning on lights except in immediate work station.
 - c. Turn off lights in work station prior to leaving.
 - d. Check work station prior to leaving for fire or safety hazards.
 - e. Check to see that the door was locked following departure.
4. Keys for entering the building during non-school hours shall be issued by the building principal, on an evening or daily basis. The principal shall keep a record of the location of all keys at all times, and the log shall include the signature of the employee possessing the key.
5. Gyms, pools, cafeterias, and shop machinery shall not be considered as work stations for any employee and may only be used on specific Building Use Authorizations through the established procedures under the supervision of the principal.
6. After hour entrances and exits shall be confined to one entrance at each building, the entrance or exit to be designated by the school principal after consultation with the building engineer.
7. The use of the building on Sundays and holidays by school personnel is prohibited.
8. The use of the building on Saturdays is discouraged but permissible during the hours of 8:00 a.m. to 5:00 p.m. provided all rules and building security are followed.
9. The above rules are inflexible, and any employee violating said rules shall, on the first violation, be served notice by the building principal, on second violation have note of said violation placed on employee's record or rating forms, and on third violation be subject to discipline as directed by the Superintendent.
10. Only permanent full-time employees may check out keys to their own work station. Keys for school buildings are to be checked out by the school principal and no keys shall be duplicated. The principal shall receive sufficient keys to allow each teacher to have a key for his work station and allow for one after-hour key for each five staff members. The Director of Facilities & Risk Management may conduct routine checks of keys, receipts, and logs at all buildings.
11. The restrictions (1 to 10 inclusive) above pertain to the use of the buildings by the professional staff under the building principal. Situations arising in conflict with the restrictions shall be submitted to the Director of Business and Finance for decisions.
12. Any use of school buildings by other organizations or individual shall be by permit applied for and issued from the Community Education Office.

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